

Timeline of Institutional Assessment Activities at PGCC (PILOT)

Activity	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
PGCC mission statement, goals and objectives	O	O	O	O	O	O	O	O	O	O	O	O
Department/unit mission, goals and objectives	O	O	O	O	O	O	O	O	O	O	O	O
<i>Annual Institutional Objectives</i> and the current year's TODOS priorities/teams are announced by the President's Cabinet	PY											
Administrative deans and department/unit heads complete their Annual Operational Objectives and ADLI assessment plans (Parts A-C) for the current academic year		PY										
Academic deans and department chairs complete their Annual Operational Objectives and ADLI assessment plans (Parts A-C) for the current academic year			PY									
TODOS team leaders and members are assembled; Teams submit TODOS form (Part 1) by mid-September	PY	PY	PY									
Assessment and Strategic Planning Committees review ADLI and TODOS forms to ensure sound assessment practices, eliminate any duplication of effort, and check for consistency between unit-level and institution plans (changes recommended as needed)			PY	PY								
Deans and department/unit heads review suggested modifications with their departments and use this information (as well as the Annual Institutional Assessment Report after pilot year implementation) in developing their budget proposals for the next fiscal year				PY								
Academic/administrative areas collect data/perform assessments, finally reporting results (ADLI, Part D) by mid-June				PY	PY	PY	PY	PY	PY	PY	PY	PY
TODOS team members work with areas to carry out their plans, ultimately reporting results (TODOS, Part 2) based on their proposed implementation timeline				D	D	D	D	D	D	D	D	D
OPIR distributes an annual survey on the effectiveness of the institutional assessment process ("assessing our assessment") and reports results to the Assessment Committee for their consideration											PY	PY
OPIR completes the Annual Institutional Assessment Report which coalesces information from final ADLI and TODOS forms, the annual Institutional Scorecard (Owl Vision), and the Assessment Committees recommendations based on "assessing our assessment" results. Taken together, these pieces inform the next year's strategic and budget decisions, as well as any necessary changes to the assessment plan.												PY
Key:	O Ongoing (formal review every five-years)											
	PY Pilot Year											
	D Final implementation deadline depends on area plans											